

ADMINISTRATIVE INTERNAL USE ONLY

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14 JUN 1977

PROPOSED PROCEDURES FOR A REVIEW OF  
THE AGENCY'S SENIOR GRADED EMPLOYEES

STATINTL

(U/AIUO) The purpose of this review is to take an overall, comprehensive look at the quality of our GS-15 to GS-18 population. Within three years there may be significant losses of senior personnel. Already ☐ of the supergrades are eligible to retire (voluntarily or involuntarily) and many of these may be expected to depart after building up their "high three."

(U/AIUO) This review is designed to facilitate effective decisions about important leadership positions and is an integral part of the EAG's continuing concern with assuring effective personnel practices. We propose that the review be conducted in four separate forums as follows:

(U/AIUO) For the Agency's GS-18 population, we propose that each Deputy Director and the head of the DCI area career service prepare a list of the GS-18s assigned to their respective career services, providing each employee's name, current and immediately previous position, age, and number of months in present position, with a brief description of his experience. We would further ask each head of career service to rank his GS-18s in order of overall capability (highest to lowest) on the basis of the following suggested criteria:

- Potential for a position of greater responsibility,
- Overall leadership capability and professional competence in present position, and
- Flexibility in future assignment.

A short paragraph should explain the basis for judgment and ranking in the case of employees falling within the top and bottom 25 percent. At the next EAG meeting on personnel management, to be held in two weeks, we would discuss the results of this effort and the possible merits of interleaving the career service lists to produce one integrated list of all GS-18s in ranked order.

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(U/AIUO) For GS-17s, we would propose that the ADD's conduct the same exercise, with criteria modified as appropriate, the results to be presented to an EAG meeting to be held three weeks from today.

(U/AIUO) For GS-16s, we would ask each head of career service to name a panel of three GS-18s to conduct a similar review, with appropriate criteria, for discussion by the EAG four weeks from today.

(U/AIUO) For GS-15s, we would ask that a panel of GS-17s be named for a similar review, for discussion by the EAG five weeks from today.